

**Message: Re: Quick Question on Monthly Report**

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**✉ Re: Quick Question on Monthly Report**

**From** Angel McDonald **Date** Friday, April 14, 2017 2:36 PM  
**To** Kraft, Emily  
**Cc**  
**Journal Recipients** Emily.Kraft@oa.mo.gov

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I just tried to do the monthly report but it still won't let me pull her up to do so.

So, on our monthly invoice, what quarterly expenditure adjustment amount do I need to use? Is there a way for me to find this number without having to bother you?

Thanks for your help!

Angel

On Fri, Apr 14, 2017 at 2:28 PM, Angel McDonald <[programdirector@mothersrefuge.org](mailto:programdirector@mothersrefuge.org)> wrote:  
Thanks Emily! I appreciate it!

On Mon, Apr 10, 2017 at 1:26 PM, Kraft, Emily <[Emily.Kraft@oa.mo.gov](mailto:Emily.Kraft@oa.mo.gov)> wrote:

Hi Angel – I have spoken with ITSD, and they will be able to delete the discharge so you can enter your monthly report. You'll just need to re-discharge her once the monthly form is entered. You should be able to bill for those nights.

**From:** Angel McDonald [mailto:[programdirector@mothersrefuge.org](mailto:programdirector@mothersrefuge.org)]  
**Sent:** Wednesday, April 05, 2017 8:20 AM  
**To:** Kraft, Emily  
**Subject:** Re: Quick Question on Monthly Report

Ok, sorry about that! If we can't bill for her it's ok, it was only 2 nights. Just let me know. Thanks for your help!

On Wednesday, April 5, 2017, Kraft, Emily <[Emily.Kraft@oa.mo.gov](mailto:Emily.Kraft@oa.mo.gov)> wrote:

Hi Angel - Without deleting the discharge, there's no way to do the monthly report. In the future, I would recommend doing the monthly report prior to discharge. Will work with ITSD on how to delete the discharge so you can enter her monthly report.

**From:** Angel McDonald [mailto:[programdirector@mothersrefuge.org](mailto:programdirector@mothersrefuge.org)]  
**Sent:** Tuesday, April 04, 2017 5:06 PM

**To:** Kraft, Emily  
**Subject:** Quick Question on Monthly Report

We had a girl [REDACTED] that came into our program but only stayed for 2 days. Kimberlee entered her info in the A2A system and then discharged her 24 hours after she left. But now I can't do the monthly report. Is there any way we can do this? She was only with us for 2 nights, so if we can't bill for her now that is fine I just wanted to ask and see. From now on before a person is discharged from our program do we need to submit the Monthly Report before discharging her?

Thanks for your help!

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*"Do more than is required. What is the distance between someone who achieves their goals consistently and those who spend their lives and careers merely following? The extra mile."*  
- Gary Ryan Blair

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